



Item: Appointment, Board of Adjustment/Appeals
From: City Manager's Office
Initiated By: City Commission
Presented By: City Commission
Action Requested: Appoint one member to the Board of Adjustment/Appeals

Suggested Motion:

1. Commissioner moves:

"I move that the City Commission appoint _____ to the Board of Adjustment/Appeals for a three-year term through September 30, 2018."

2. Mayor calls for a second, discussion, public comment, and calls the vote.

Recommendation: It is recommended that the City Commission consider an appointment to the Board of Adjustment/Appeals for a three-year term through September 30, 2018.

Summary: Jeffry Foster and Chris Ward served as members of the Board of Adjustment/Appeals since October 2009 and their terms expired on September 30, 2015. Mr. Foster and Mr. Ward have served two full terms; therefore, are not eligible for reappointment. Advertising for the openings was done through the local media and also on the City's website. One Application was received. Mr. Ward is willing to continue serving on the Board until he can be replaced. The City will continue to advertise for this vacancy.

Background: The Board of Adjustment/Appeals consists of five members appointed by the City Commission. The Board hears and decides appeals regarding zoning, housing, and building codes and ordinances; hears and decides, requests for variances from standards set forth in zoning ordinances; hears and decides all other matters referred to the Board regarding zoning, housing, and building ordinances. Members serve three-year terms and, per Municipal Code, must reside within the City limits.

The International Building Code requires the Board of Adjustment's membership to be qualified by experience and training to pass on matters pertaining to building construction. The International Mechanical Code requires the Board of Adjustment's membership to include

registered design professionals with structural engineering, electrical engineering, and architectural experience.

Evaluation and Selection Process

Advertising was done on the City website and through the local media. One application was received. Advertising will continue until all vacancies are filled.

Citizen interested in serving on this board is:

David Saenz

Continuing members of this board are:

	Terms
Krista Smith	9/15/15 – 9/30/16
Jule Stuver	10/7/14 – 9/30/17
Patrick Tice	10/7/14 – 9/30/17
Christopher Ward	10/1/09 – 9/30/15 (serve until replaced)

Alternatives: The Commission could choose not to appoint the applicant and advertise to seek other citizen interest for both vacancies.

Concurrences: During their meeting on January 7, 2016 the Board of Adjustment/Appeals voted unanimously to recommend the City Commission appoint Mr. Saenz.

Attachments/Exhibits: Application and Board Recommendation.



**BOARDS AND COMMISSIONS
CITIZEN INTEREST FORM**
(PLEASE PRINT OR TYPE)

Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.

Board/Commission Applying For:		Date of Application:	
Board of Adjustments/Appeals		11/24/2015	
Name:			
David Saenz			
Home Address:		Email address:	
216 37th Ave NE		saenzdavid09@gmail.com	
Home Phone:	Work Phone:	Cell Phone:	
650 504 0574	415-606-2788	650 504 0574	
Occupation:		Employer:	
Sr. Project Manager		University California of San Francisco	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, please explain)			
No, work schedule will not conflict with meeting dates. I work remotely at home in Great Falls.			
Related experiences or background:			
Past 25-30 years of work experience has been related to architecture and general building construction of industrial and commercial properties. Project value has ranged from \$50,000 to \$150,000,000.			
Educational Background:			
<ul style="list-style-type: none">- Mt San Antonio College (Architecture/Business - 2 yrs no degree)- Stanford University (Stanford Advanced Project Management)- University of Wisconsin School of Business Executive Education (Managing Construction Projects; Controlling Construction Costs)			
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:			
Previous and current service activities:			
<ul style="list-style-type: none">- Current Board Member for Dawn Christian Academy (Private Christian School)- Past Board President for Dawn Christian Academy (Private Christian School)			
Previous and current public experience (elective or appointive):			
<ul style="list-style-type: none">- Volunteer at local Rescue Mission (Great Falls and San Francisco)			
Membership in other community organizations:			

Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, where and when?	
No	
Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, who, which department, and relationship?	
No	
Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what board and when did you serve?	
Yes - 1999(?) Community Development	
Are you currently serving on a Board? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which board?	
Not for a City or County, but on a School board as mentioned (Dawn Christian Academy)	
Please describe your interest in serving on this board/commission?	
My interest in serving on this board that is related to both my passion for the type of work related to building construction, as it relates to codes, zoning, etc, as well as my desire for giving back to our community.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission?	
Past experience is based upon architecture and construction as it relates to building codes	
Additional comments:	
Signature	Date:
David Saenz	11/23/2015

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

Return this form to:

City Manager's Office
P.O. Box 5021
Great Falls, MT 59403

Fax:
(406) 727-0005

Email:
kartis@greatfallsmt.net

Planning & Community Development Department

MEMO


To: Krista Artis, Executive Assistant

From: Craig Raymond, Director of Planning & Community Development

Date: 01.07.2016

Re: Board of Adjustment/Appeals new member recommendation

At the regular meeting of the Board of Adjustment/Appeals on Thursday, January 7, 2016, the Board voted unanimously to recommend that City Commission appoint David Saenz to fill the vacant seat.

Approved by: 

Craig Raymond, Director P&CD, City of Great Falls